

## **CITY OF SAN JOSE**

Department of Planning, Building and Code Enforcement Planning Divisions, 801 North First Street, Room 400 San Jose, California 95110-1795 (408) 277-4576

Website: www.sanjoseca.gov/planning

## LEGAL NONCONFORMING USE LETTER APPLICATION

LEGAL NON	1COM	FURIVIING C	JSE LETTER P	APPLICATIO	i <b>V</b> i	
TO BE COMPLETED BY PLANNING COUNTER STAFF						
FILE NUMBER LNC						
PROPERTY LOCATION/				RECEIPT #		
ADDRESS				DATE		
QUAD #		ZONING				
GENERAL PLAN		ATTACH A C	COPY OF APN MAP	AMOUNT BY		
TO BE CO	OMPLET	ED BY THE APP	PLICANT (PLEASE PR			
PROPERTY LOCATION/ ADDRESS			,			
ASSESSOR'S PARCEL NUMBER	(S) (Attaci	h Map)				
PLEASE PROVIDE A DETAILED NONCONFORMING USE CLAIM				YOUR CASE FOR T	HIS LEGAL	
APPLICANT: If your reque Code Enforcemen			rming letter involved the name of the sta			
NAME AND TITLE						
	CONTACTPERSON					
PRINT NAME OF CONTACT PERSON & COMPANY						
ADDRESS			CITY	STATE	ZIP CODE	
PHONE # FA	ΑΧ # )		E-MAIL ADDRESS			

PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE PLANNING DIVISIONS, CITY HALL, ROOM 400 Legal Nonconforming Use Letter Applications are processed in the Planning Divisions, Room 400 on Monday, Wednesday and Friday from 9:00 a.m. to 5:00 p.m. or Tuesday and Thursday from 10:00 a.m. to 5:00 p.m.

	Please complete the FRONT Sheet of this application and provide the following.  An incomplete Application will NOT be accepted.
	FILING FEE A filing fee of \$434 plus \$5 (General Plan Update Fee) is due at the time of filing. Additionfal fees may be assessed and are due prior to the release of the letter at a rate of \$31plus the General Plan Update Fee per quarter (1/4) hour after the first 3.5 hours of work completed.
	ASSESSOR'S PARCEL MAP marked with the project location.
	PHOTOGRAPHS of existing building or subject area.
	ALL necessary evidence and documentation supporting your legal nonconforming claim. See below for resources.
	NOTE: Additional information may be required for Planning staff to complete the Legal Nonconforming analysis.
	INFORMATION RESOURCES
•	Santa Clara County Property Improvement Records - This information can be obtained from the Santa
•	Clara County Assessor, located at 70 West Hedding Street in San Jose.  Polk & Haines Directories - Copies of this information can be obtained from the California Room at
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Copies of Yellow Pages or White Pages listings